

# Lexign – FLOW

## HIGHLIGHTS

- *Automates paper-based workflows, dramatically increasing the speed and accuracy of processing while reducing errors and costs*
- *Helps enforce business policies*
- *Makes intelligent routing decisions and manages exceptions*
- *Reduces or eliminates bottlenecks presented by staff absences and turnover*
- *Tracks the progress of each process or transaction while providing full audit capability*

## STREAMLINE AND AUTOMATE WORKFLOW ACROSS YOUR ENTERPRISE

Lexign provides software applications that allow organizations of all sizes to safely and securely conduct business in a paperless environment using LANs, WANs, the Internet, and wireless communications. Lexign Flow software can help you streamline and automate mission-critical workflows, enabling you to dramatically improve the efficiency of your business processes.

Lexign WebForms is part of the Lexign integrated software that enables organizations to increase efficiency, improve security, and save money by moving traditionally paper-intensive transactions and processes to the Web.

## DESIGN WORKFLOWS THAT FIT YOUR ORGANIZATION'S NEEDS

Lexign Flow transforms traditional business processes into efficient, integrated electronic procedures handled over LANs, WANs, or the Internet. With Lexign Flow, you can create automated workflows that are tailored to your particular business processes, infrastructure, and policy requirements. Every individual involved in a process, from purchasing to manufacturing, shipping, and accounting, can be included in the workflow.

Lexign Flow is quick to deploy, with an easy-to use workflow designer that speeds the process of creating and implementing forms and workflows. Built-in forms capability - Lexign ProForms - allows you to replicate current paper-based forms in an electronic format. You define each step within a workflow and specify the participants. You can even create work processes that run in parallel - a key feature for highly complex workflows.

## MANAGE COMPLEX PROCESSES AUTOMATICALLY

When a workflow is launched, Lexign Flow manages the tasks that constitute it by evaluating requests, ensuring that preceding steps are complete, and initiating the next action - without human intervention. Data fields on forms can be populated automatically using information in the workflow, and data placed in a form can be mapped automatically to application data in a flow.

By managing complex processes automatically, Lexign Flow frees your personnel from the time-consuming tasks associated with shuffling and tracking forms and papers inside and outside of your organization. Lexign Flow even allows you to define alternate paths for a process to follow when key approvers are unavailable, so you maintain efficiency levels.

## GET THE FUNCTIONALITY YOU NEED TO WORK EFFICIENTLY

Lexign Flow includes a broad range of functionality to help you work more efficiently, including:

- **MULTICLIENT SUPPORT** - Allows you to participate in workflows using Microsoft Outlook or your Web browser.
- **FORMS INTEGRATION** - Integrates Lexign ProForms, Lexign WebForms,™ and your custom Web-based forms with workflows to reduce processing time, costs, and errors.
- **SUPPORT FOR ATTACHMENTS** - Attaches documents to workflows for review, annotation, revision, and approval. Works with Lexign Store,™ other document management systems, and the Windows NT file system.

- **ALERTS** - Allows you to specify when recipients must respond to a task, alerts recipients when a response is overdue, and forwards tasks automatically to a substitute participant.
- **REPORTING FEATURES** - Tracks and displays the status of active work processes throughout the organization and measures the productivity of individuals and/or groups and the ROI of particular processes.
- **SCALABILITY** - Provides an out-of-the-box, scalable enterprise solution.

### **PRODUCT COMPONENTS**

Lexign Flow includes the following:

- **WORKFLOW SERVER** - Manages workflow requests and includes an inference engine that evaluates previous requests and actions, and initiates the next steps in an active workflow.
- **WORKFLOW DESIGNER** - Provides an intuitive graphical user interface for creating workflows. Displays the status of running workflows and allows running workflows to be changed dynamically.
- **LEXIGN PROFORMS** - Allows enterprises to rapidly develop, deploy, and manage interactive XML Web forms.